Instructions on Generating an Extended Report in the Halogen Report Center

1. Click on Extended Report
2. In the User Field list, click on dropdown arrow to view available values
3. In this example, Dept-Code was selected.
4. Click on Select to enter the value you want to report on. In this example, department number.

5. Click on the down arrow to expand the list of available values.
6. Click on the department number you wish to report on.

7. And click ok to exit the selection box.
8. The value you selected will now appear in the selection box. You must click on Update Now to refresh the information.
9. Your report now contains only the information you have selected in the User Field in steps 3 and 4.
10. To see the data click on Expand All.